

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND  
RESEARCH  
DEPARTMENT OF MEDICAL ONCOLOGY  
(ICMR supported Extramural Project)**

**JIP/MEDONCO/ICMR/2024/01**

**Date: 23/02/2024**

**Project Recruitment Notification**

The following posts are to be filled purely on a temporary basis for the ICMR project in the Dept. of Medical Oncology, JIPMER. Interested and eligible candidates may email the application form along with a two-page CV and a recent photograph to the mail id: [projectscrap.medonco@gmail.com](mailto:projectscrap.medonco@gmail.com) Last date for receiving the filled application is **08.03.2024 (until 4.30 PM)**. Candidates will be shortlisted based on their CV. The shortlisted candidates will receive email confirmation which will also include details and the date of the test and Walk-In Interview. Selected candidates will be engaged in the Project titled: 'Implementation and Assessment of an Innovative Tele-Consultation Program Designed for Local Need-based Cancer Survivorship Care'. Candidates attending the interview should bring their updated CV along with a copy of the filled application form and original certificates. Further details are mentioned below.

**1) Post Details**

**a) Name of the Post:** Project Research Scientist II (Non-Medical)

**b) Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• First Class/Second class Post Graduation/integrated PG degree, with three Years Experience or PhD.</li><li>• Basic field of study: Public health/MPH/Community Medicine/ PSM</li></ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience in Implementation research / Telehealth/ Cancer care / Psycho-oncology.</li><li>• Experience with qualitative research.</li><li>• Trained in GCP &amp; Ethics in the conduct of research with human subjects.</li><li>• Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals.</li><li>• Literature review using references manager, data handling, analysis, interpretation, and report writing.</li><li>• Proficient in computer skills (MS Office, word, excel, cloud storage, PowerPoint)</li><li>• Proficient in Research database management, REDCap preferred.</li><li>• Knowledge of quality control procedures &amp; relevant legal standards.</li><li>• Working knowledge of statistical software including SPSS/ Stata/R</li></ul>
<b>Salary</b>	67,000/- +12,060 (18%HRA)

<b>Age limit/years</b>	Up to 40 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Overall conduct, coordination &amp; supervision of all research activities</li> <li>▪ Coordination with the study team for the proper functioning of the study</li> <li>▪ Communication/Coordination with all investigators &amp; research staff.</li> <li>▪ Communication to ICMR/IEC/ Other research committees for protocol amendment, and annual reports.</li> <li>▪ Ensure implementation of policies &amp; practices, maintain records, create reports, and assist in drafting proposals.</li> <li>▪ Preparation of training module for staff &amp; conduct of training programs</li> <li>▪ Develop reporting procedures &amp; generate monthly reports on study progress.</li> <li>▪ Development of questionnaire tools &amp; survivorship care plan</li> <li>▪ Assist in research database management and quality control of research data.</li> <li>▪ Coordination &amp; supervising of telehealth consultation</li> <li>▪ Maintain all documents &amp; records related to the study, conduct periodic audits, and prepare annual reports.</li> <li>▪ Research data analysis, writing reports, and manuscripts.</li> </ul>

## 2) Post Details

a) **Name of the Post:** Project Research Scientist I (Medical)

b) **Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• MBBS / MVSc/ BDS with 2 years' experience or postgraduate degree in any medical discipline</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in implementation research/telehealth/clinical trials.</li> <li>• Research/Clinical experience in Oncology.</li> <li>• Trained in GCP &amp; Ethics in the conduct of research with human subjects.</li> <li>• Experience in the training of healthcare staff/ preparation of training materials.</li> <li>• Proficiency in local language (Speaking, reading, and writing)</li> <li>• Basic Computer skills in MS Office, Excel, MS Word, PPT, Email video conferencing, and cloud storage.</li> <li>• Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals.</li> <li>• Literature review using references manager, data handling, analysis, interpretation, and report writing.</li> <li>• Basic knowledge of research database, REDCap, Statistical Software</li> </ul>
<b>Salary</b>	Rs.67000/- +12,060/- (18% HRA)

<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Overall conduct of the clinical studies - part 1 pilot study of feasibility and acceptability, part 2 randomized controlled trial</li> <li>▪ Develop, implement, and maintain research standard operating procedures (Clinical Part)</li> <li>▪ Preparation of training material &amp; training of project staff</li> <li>▪ Communication/Coordination with all investigators &amp; research staff.</li> <li>▪ Training &amp; Supervising project nurse for conduct of tele consultation for follow-up care</li> <li>▪ Counselling &amp; consenting of patients, patient recruitment &amp; follow-up.</li> <li>▪ Outcome assessment &amp; questionnaire administration</li> <li>▪ Supervision of data collection, quality check, data entry</li> <li>▪ External Audits &amp; monthly reports</li> <li>▪ Attend conference calls &amp; all other meetings related to the study.</li> <li>▪ Maintain all documents &amp; records related to the clinical study</li> </ul>

### 3) Post Details

a) **Name of the Post:** Project Research Scientist I (Non-Medical) (Qualitative Study)

b) **Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• First Class/Second Class Post Graduation/ integrated PG degree</li> <li>• <u>Basic field of study:</u> Public health/MPH/Community Medicine/PSM</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Qualitative studies – interview &amp; analysis.</li> <li>• Experience in questionnaire validation / patient-reported outcome studies.</li> <li>• Experience in implementation research/ Telehealth / Psycho-Oncology.</li> <li>• Experience in community health/ field visits/cancer patient care/ counseling.</li> <li>• Trained in GCP &amp; Ethics in the conduct of research with human subjects.</li> <li>• Proficiency in local language (Speaking, reading, and writing)</li> <li>• Basic Computer Skills in MS Office, Excel, MS Word, PPT, Email, video conferencing, cloud storage</li> <li>• Basic knowledge of research database, REDCap, Statistical Software</li> </ul>
<b>Salary</b>	Rs.56000 + 18% HRA
<b>Age limit/years</b>	Up to 35 years

<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Conduct qualitative research studies and interviews and assist in the conduct of clinical studies</li> <li>▪ Develop, implement, and maintain research SOPs related to qualitative study</li> <li>▪ Assist in the development of questionnaire tools/survivorship care plan &amp; research database.</li> <li>▪ Preparation of training modules &amp; training of project staffs</li> <li>▪ Consenting &amp; enrollment of patients for qualitative study interview</li> <li>▪ Data collection &amp; analysis of qualitative study</li> <li>▪ Maintain all documents &amp; records related to qualitative study.</li> <li>▪ Supervise project nurse in the conduct of clinical study &amp; documentation</li> <li>▪ Duties assigned by PI, and other duties that arise from time to time</li> </ul>
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#### 4) Post Details

a) **Name of the Post:** Project Research Scientist I (Non-Medical) (Biostatistics)

b) **Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• First Class/Second Class Post Graduation/integrated PG degrees</li> <li>• Basic field of study: Biostatistics,</li> </ul>
<b>Desirable Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Research experience in questionnaire validation studies, cost analysis, medical data analysis, survival analysis, qualitative research, Oncology research.</li> <li>• Programming skills in SAS/R or related programming language</li> <li>• Experience in research database creation, working with REDCap</li> <li>• Experience in advanced statistical and modeling techniques</li> <li>• Good communication skills – work with project staff in data collection, quality assurance and control</li> </ul>
<b>Salary</b>	Rs.56000 + 18% HRA
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Data management, monitoring, quality check, data analysis</li> <li>▪ Research database creation, troubleshooting &amp; training of project staff in use of the database.</li> <li>▪ Assist in development/validation of study questionnaire(s) &amp; other outcome assessment tools.</li> <li>▪ Assist in the development of a mobile app for administering patient self-reported outcomes.</li> <li>▪ Conduct periodic audits, prepare monthly summary &amp; study dashboard</li> <li>▪ Data analysis, interpretation, reporting, manuscript writing.</li> <li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li> </ul>

## 5) Post Details

a) Name of the Post: Senior Project Assistant (Finance)

b) Number of Vacancies: 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• M.com/MBA (Finance)/CMA (inter) CA (inter) graduate with 3 years' experience in administration/finance and accounts work</li></ul>
<b>Desirable Qualification and Experience</b>	<ul style="list-style-type: none"><li>• Knowledge of Government rules &amp; regulations and working knowledge in a computerized environment</li><li>• Experience in electronic project fund management, audits, and government purchase procedures.</li><li>• Skills in MS Office, Excel, MS Word, Cloud storage.</li><li>• Experience in conducting online meetings</li></ul>
<b>Salary</b>	Rs.30,600 pm(fixed)
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"><li>▪ Overall management of project funding, purchases, salary, account statements, audits.</li><li>▪ Processing of salary for project staff.</li><li>▪ Preparing procurement /tender/ bid documents and placing supply orders</li><li>▪ Requesting cash advance, submission of bills, initiating payment to companies</li><li>▪ Preparation of UC/SOE for the project along with Research Officer.</li><li>▪ Preparing a budget for upcoming projects.</li><li>▪ Coordinating with JIPMER Accounts Section/Finance wing as and when required.</li></ul>

## 6) Post Details

a) **Name of the Post:** Senior Project Assistant (Research Assistant/ MSW)

b) **Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Three years' graduation degree in Social work/ Sociology/ Pharmacology/other related subject plus three years' experience in the relevant field.</li> <li>• Or, Postgraduation degree in Social work/ Sociology/ Pharmacology/other related subject</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Clinical/ Research experience in Oncology/Psychoncology/Community Health/ Tele follow -up</li> <li>• Experience in patient counseling, caregiver counseling.</li> <li>• Basic knowledge of research methodology &amp; data handling.</li> <li>• Proficiency in the local language (speaking, reading, and writing)</li> <li>• Basic computer skills in MS Office, Excel, MS word, Video Conferencing</li> <li>• Good communication and coordination skills</li> </ul>
<b>Salary</b>	Rs.30,600pm(fixed)
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Patient counseling for Tele teleconsultation &amp; follow-up and identify the barriers to tele follow-up.</li> <li>▪ Assisting in the conduct of remote follow-up calls.</li> <li>▪ Preparation of SOP for engagement of community participants</li> <li>▪ Communicating &amp; and coordinating with community health workers and general practitioners.</li> <li>▪ Community-level outreach services &amp; data collection in the community</li> <li>▪ Miscellaneous administrative work for the overall functioning of the project</li> <li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li> </ul>

## 7) Post Details

a) **Name of the Post:** Project Technical Support / Officer III

b) **Number of Vacancies:** 01

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Four years Graduation degree in Engineering/IT/CS /EC plus three years' Experience</li> <li>• or Master's degree in Engineering/IT/CS/EC + one year of experience</li> </ul>
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<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Clinical Research / Tele health tools &amp; methods</li> <li>• Knowledge of telehealth guidelines</li> <li>• Computer skills in MS Office, Excel, Email, Video Conference &amp; Telehealth</li> <li>• Programming skills in SAS/R or related programming language</li> <li>• Experience in the development of mobile-based apps.</li> <li>• Basic knowledge of electronics &amp; communication</li> </ul>
<b>Salary</b>	Rs.28000 (+)18% HRA
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Setting up systems of teleconsultation and troubleshooting in network connectivity.</li> <li>▪ Training &amp; assisting project nurse in the conduct of tele consultation for study participants.</li> <li>▪ Maintain recordings and log of tele Follow-up data.</li> <li>▪ Help in designing and setting up mobile-based app for administering patient-reported outcome questionnaire</li> <li>▪ Coordination of teleconference/online meetings/ training workshops for project staff.</li> <li>▪ Other technical help &amp; miscellaneous duties that arise from time to time.</li> <li>▪ Operation of day-to-day telemedicine session</li> <li>▪ Operation of tele-follow-up session</li> <li>▪ Operation of software and hardware video conference system, any other equipment provisioned.</li> <li>▪ Operation of telemedicine software</li> </ul>

## 8) Post Details

a) **Name of the Post:** Project Nurse III

b) **Number of Vacancies:** 03

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• B.Sc. Nursing from a recognized university</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Research/Clinical Experience in Oncology /Telehealth /Psycho-oncology/Questionnaire related studies</li> <li>• Experience in cancer patient counseling, Examination &amp; Follow up.</li> <li>• Proficiency in local language (Speaking, reading, and writing)</li> <li>• Basic computer skills in MS Office, Excel, MS Word, Email, Video conferencing</li> </ul>
<b>Salary</b>	Rs.28,000 + 18% HRA
<b>Age limit/years</b>	Up to 35 years

<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Patient counseling, consent, and recruitment.</li> <li>▪ Implementation of the survivorship care plan by regular teleconsultation (audio/video) for patients on remote follow-up.</li> <li>▪ Implementation of the SCP for patients on the usual care arm</li> <li>▪ History and examination of patients, ordering of follow-up tests, and following up the test results.</li> <li>▪ Administration of questionnaires, patient-reported outcomes, &amp; data collection</li> <li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li> </ul>
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## 9) Post Details

a) **Name of the Post:** Data Entry Operator (DEO)

b) **Number of Vacancies: 01**

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in computer application / IT / Computer science/ Electronic &amp; Communication from a recognized institution/ university</li> <li>● A speed test of not less than 15000 key depressions per hour through a speed test on computer.</li> </ul>
<b>Desirable Qualification and Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 3 years' experience in data entry work</li> <li>● Knowledge of Computer Applications or Business Intelligence tools/Data Management.</li> <li>● Experience in handling clinical research data &amp; patient-related data in Oncology or other clinical areas.</li> <li>● Basic computer skills in MS Office, Excel, MS Word, Video Conference</li> <li>● Basic knowledge of statistics software</li> </ul>
<b>Salary</b>	Rs. 29,200/-pm (fixed)
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Data entry, quality check, weekly/monthly data summary &amp; project dashboard.</li> <li>▪ Maintain Follow-up schedule for virtual visits &amp; in-person visits for patients recruited in the study.</li> <li>▪ Assist in data cleaning &amp; analysis.</li> <li>▪ Miscellaneous office and administrative work related to the project.</li> <li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li> </ul>



## **NOTE:**

- i. Candidates applying for more than one post must submit a separate application for each post applied.
- ii. It is mandatory to mention the Name of the post applied and the Sl.no. in the subject of the email.
- iii. Qualification and experience should be in a relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
- iv. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- v. These posts are purely on contract basis for an ICMR supported Extramural project, and no claim for any other regular post in JIPMER shall be entertained.
- vi. Valid email ID and mobile number on CV are required.**
- vii. No TA/DA will be paid for the interview.
- viii. Canvassing of any kind will lead to disqualification.
- ix. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage.
- x. If the performance of the appointee is not found satisfactory by the investigator, the appointment can be terminated at any time without any notice.
- xi. The appointee may be relieved from the current job position, with one month prior notice, failing to do so, he/she may be held responsible for paying one month's salary.
- xii. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
- xiii. The appointee shall be on the whole-time appointment of the JIPMER and shall not accept any other assignment, paid or otherwise, and shall not engage himself/herself in a private practice of any kind during the contract period.
- xiv. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc., or any other benefits available to the Government Servants appointed regularly.
- xv. The appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
- xvi. The decision of the Principal Investigator will be final in all matters of recruitment.
- xvii. Validity of the selected list is for one year from the date of publication of results and renewable accordingly.
- xviii. For any queries, please write to the above-mentioned email address.

## **Application Process:**

Interested candidates fulfilling the eligibility criteria and agreeing to the terms & conditions for appointment (as mentioned above) may apply by filling out the application form (annexure 1) and **emailing the completed form to the address** given below along with all enclosures:

Email ID: mail id: [projectscrap.medonco@gmail.com](mailto:projectscrap.medonco@gmail.com) (POSTAL APPLICATION WILL NOT BE ACCEPTED)

**Last date** of receiving completed application by mail: **08.03.2024 (until 4.30 PM)**.

**Enclosures: (to be attached along with the application form)**

1. CV (filled in application form/ annexure 1)
2. Birth certificate / Proof of DOB
3. Valid Photo ID and Address proof
4. Community certificate (SC/ST/OBC) if applicable
5. Certificate(s) of Academic Qualifications
6. Experience Certificate (Work & Research)
7. Scientific Publications
8. Personal statement
9. Reference letters (one or two)

**Please apply in the attached proforma** along with CV, and certificates/enclosures as a **single PDF file** (in the order given under enclosures) to the given email ID. **No Hard copies will be entertained.**

For further queries, if any, contact PI Dr. Smita Kayal, on the following email: [projectscrap.medonco@gmail.com](mailto:projectscrap.medonco@gmail.com) with the subject of the mail mentioned as **“Enquiries about ICMR-SCRAP project recruitment.”**

Dr. Smita Kayal,

Additional Professor & Head, Department of Medical Oncology, JIPMER, Puducherry – 605006

**ANNEXURE 1: APPLICATION FORM**  
(To be filled in BLOCK letters ONLY)

Study Title: Implementation and Assessment of an Innovative Tele-Consultation Program Designed for  
Local Need-based Cancer Survivorship Care. (ICMR supported Extramural Project)

1. **Name of the Post Applied for:** \_\_\_\_\_  
(Include Sl.No as per the advertisement)
2. **Name of the Applicant:** \_\_\_\_\_
3. **Father's Name:** \_\_\_\_\_
2. **Gender (Male / Female/ Other):** \_\_\_\_\_
3. **Date of Birth (dd/mm/yyyy):** \_\_\_\_\_
4. **Marital Status (Married/ Unmarried):** \_\_\_\_\_
5. **Age :** \_\_\_\_\_ *years* \_\_\_\_\_ *months* \_\_\_\_\_ *days*
6. **Nationality:** \_\_\_\_\_
7. **Address for Communication:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **PINCODE:** \_\_\_\_\_
8. **Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **PINCODE:** \_\_\_\_\_
9. **Mobile :** \_\_\_\_\_ **Email ID :** \_\_\_\_\_
10. **Whether belongs to SC/ST/OBC:** \_\_\_\_\_
11. **Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you ? If so, specify:** \_\_\_\_\_
12. **Fields of Research Experience (if any):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. **Educational Qualifications: (Enclose self-attested photocopies)**

Affix your recent  
Passport size Photo  
(Do not staple)

	Educational Qualification (from SSLC / Matriculation)	Board / University	Mon / Year of Passing	Percent of Marks (or Percentile)	Subject(s)
1	Tenth Equivalent				
2	Higher Secondary				
3	Degree				
4	Diploma/PG Diploma				
5	Others (specify)				

**14. Details of Previous Employment (if any) :**

	Employer	Designation	From	To	Duration	Regular / Temporary	Nature of work
1							
2							
3							
4							
5							

**15. Reference letters / Testimonials:**

A. \_\_\_\_\_

B. \_\_\_\_\_

**16. Any other relevant information :** \_\_\_\_\_

\_\_\_\_\_

**17. Check List : (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:**

**Certificate in support of age (Tenth equivalent/High School Certificate).....**

**Degree/Diploma .....**

**Experience Certificate.....**

**Caste certificate (If any).....**

**Any others (if any).....**

**Declaration by the Applicant**

I,-----hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after Exam/Interview, I hereby convey my consent for the cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide the same and I will not claim any regularization.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

*(Signature of the Applicant)*